

MINUTES OF THE FORTY-FIRST FDD CAREER SERVICE BOARD MEETING

20 November 1957

Mr. Bagnall opened the meeting by reading a memo in regard to the meritorious suggestion of [REDACTED] proposing that a copy of the Personnel action covering maternity leave be prepared for the Medical Staff. This suggestion has been adopted in part and [REDACTED] was awarded a check.

25X1A

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[REDACTED] announced that since NSA is moving, their language school will be closed until 2 December. Meanwhile, [REDACTED] will be studying Thai in FDD, and [REDACTED] will resume her study on 2 December at least through January.

25X1A

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It was announced that the Introduction to Supervision course given by OTR will be postponed unless more applicants (GS-5--GS-7) apply. The Chiefs of BW and BE suggested some of their clerical staff attend.

25X1A

[REDACTED] stated that the training estimate for November was 427 hours under the 5% estimate.

25X1A

Mr. Bagnall mentioned that [REDACTED] has attended several meetings on machine translation at [REDACTED]. They are going to make a test on an actual machine in February on inorganic chemistry in Russian.

25X1A

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[REDACTED] said three of his people are attending [REDACTED] Bulgarian course, but [REDACTED] will have to drop out next semester because of time in the evenings. If there are only two students the tuition will be higher. It was suggested that [REDACTED] fill in for a third student, or arrange for afternoon classes.

25X1A

25X1A

There is a seminar being held at [REDACTED] 30-31 January 1958 on "Research in the Soviet Union."

25X1A

[REDACTED] reviewed the Career Preference Outline for [REDACTED]. He wants to continue in his present assignment but is interested in assignment with USSR Branch to work on Soviet maritime matters; he also desires rotation on the Linguistic Support Staff. This has been approved by [REDACTED] and [REDACTED] and he will eventually go to BU. The Board concurred.

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Names will be evaluated competitively for GS-9 competitive promotion purposes. Nominations for promotions will be made at the next meeting.

25X1A

25X1A

[REDACTED] recommended GS-7 to GS-9 promotions for [REDACTED]

25X1A

The Board concurred.

The following promotions were recommended by respective Branch Chiefs:

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BR

GS-3 to GS-4

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GS-6 to GS-7

BE

GS-7 to GS-9

BW

GS-5 to GS-6

GS-4 to GS-5

Field Office/DC

GS-6 to GS-7

Admin

GS-4 to GS-5

The Board approved all the promotions.

25X1A

The Clerical Assignment Committee nominated [REDACTED] for the assistant-secretary position in BW. The Board approved.

25X1A

[REDACTED] who was nominated for a position in OCI has been turned down; no reason stated.

25X1A

[REDACTED] applied for the Secretary (Steno) GS-6 position in [REDACTED]. The Board did not nominate her, but recommended that her application be forwarded.

Mr. Bagnall read and explained the new training guide as set up by him with suggestions from the Branch Chiefs.

25X1A

Conferences have been held with each of the FDD people with [REDACTED]. Four wish to come back to FDD; the others indicated DDP or DDI. Their files will be shopped to those offices; if nothing develops, they will return to FDD.

25X1A

[REDACTED]
Secretary